

8100 PROCEDURE 341

Resource Ordering – Mobile Kitchen Units (MKU) and Food Dispenser Units (FDU)

(No.82 August 2016)

[\(See Policy 6715 - Conservation Camp Exhibit - For a Listing of MKU Locations\)](#)

[\(See Policy 3833.14.7 Mobile Kitchen Unit \(MKU\) Support Modules\)](#)

[\(See Policy 7530.5.3 – Methods of Feeding\)](#)

MKU and FDU are specialized resources and require certain support resources to facilitate their operation. Once an MKU/FDU is requested, the goal is to get the resource to the incident in a timely manner to feed incident personnel.

An MKU shall be ordered using a single request number which includes:

- Crew supervisor, kitchen crew and California Department of Corrections and Rehabilitation (CDCR) custodial staff
- Mobile Kitchen Unit
- CAL FIRE MKU support trailer

An FDU shall be ordered using a single request number which includes:

- Crew supervisor, kitchen crew and California Department of Corrections and Rehabilitation (CDCR) custodial staff
- Food Dispensing Unit
- CAL FIRE tow vehicle
- CAL FIRE FDU support trailer (if applicable)

The Unit ordering the MKU/FDU request shall contact the camp supplying the MKU/FDU to determine which MKU Support Module (A,B,C,D) is required. The camp shall not determine which vendor is ordered.

MKU Support Modules are pre-identified groups of equipment, ordered using a single request number. "MKU Support Module A" includes all items in MKU Support Modules B, C and D. For a complete list of Module components see Policy 3833.14.7 – Mobile Kitchen Unit (MKU) Support Modules.

- MKU Support Module A
- MKU Support Module B - Kitchen Area
- MKU Support Module C - Feeding Area
- MKU Support Module D – Sanitation

ECC's shall order the closest available MKU Support Module to the incident utilizing the Hired Equipment Ordering Systems of Record. If the closest available MKU Support Module is not able to meet the incident needed date and time, essential MKU support resources may be ordered individually. These exceptions require a justification, with Incident Commander approval, and will be subject to compliance review by the Statewide Hired Equipment Program and/or the Office of Program Accountability.

Responsibilities and Action

ECC - Requesting

1. Receive request for an MKU/FDU from the incident.
2. Generate MKU/FDU request in the Resource Ordering System of Record.
 - a. In special needs, document the number of personnel to be fed and the date and time of first meal
3. Fill the MKU/FDU request using the ECC – Filling procedure below, or place the request to the Region OCC.
4. Notify Region Duty Officer.
5. Generate support requests for the MKU Support Module in the Resource and Hired Equipment Ordering Systems of Record.
 - a. MKU Support module (A,B,C,D) will be identified by the filling camp. The camp shall not determine which vendor is ordered.
 - b. ROSS:
 - i. MKU Support Module (CAL FIRE Only) is located under:
 1. Catalog: Equipment
 2. Category: Misc (FIREScope Only)
 - ii. Specify which module type requested in Special Needs
 - c. HEMS:
 - i. MKU Support Modules are located under:
 1. Category: Modules / Packages
 2. Item: MKU Support Module
 - a. Choose the specific module requested
6. Fill request for MKU Support Module in the Resource and Hired Equipment Ordering Systems of Record.

Region OCC

1. Receive MKU/FDU request.
2. Notify Region Duty Chief.
3. Process the request.

ECC - Filling

1. Receive MKU/FDU request.
2. Notify Unit Duty Chief.
3. Advise camp sending MKU/FDU to contact requesting ECC to identify which support module (A,B,C,D) is required. The camp shall not determine which vendor is ordered.
4. Fill the MKU/FDU request.

[\(see Next Procedure\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms and Form Samples\)](#)